



**Rental Agreement for the Victorian Parlor
at the Southwest Virginia Museum**

Date of Initial Contact: _____ Date of Event: _____
Rental Period: _____ Day of Event: _____

Name of Renter _____
Address _____
City _____ State _____ Zip _____
Phone Number (H) _____ (W) _____

1. Area of the facility to be rented:
_____ Victorian Parlor _____ Basement Hallway
_____ First Floor AV Room _____ First Floor Long Gallery
(The Victorian Parlor must be rented before any additional rooms)
2. You have requested a _____ Basic Package _____ Executive Package
3. The area rented will be set with _____ tables, _____ chairs, _____ AV Equipment,
_____ Serving equipment (Coffee Pot, etc)
4. Number of Guests for Event _____
5. Will event be catered? _____ If yes, name of caterer _____
6. Will decorator or florist be used? _____ If yes, name of decorator or florist _____
7. Will alcoholic beverages be on premises? _____ (If yes, you must have an ABC Banquet license.
You will be **required** to present your license before being given access to the facility.
Please, indicate your ABC Banquet License Number: _____)
8. Who will be responsible for cleaning the building after your event?
Name: _____ Phone:(H) _____ (W) _____
Address: _____
City _____ State _____ Zip _____

COST OF EVENT: \$ _____ (Includes 4.5% Virginia Sales Tax)
Payment may be made by check, cash, or money order. Please make checks payable to the *Treasurer of Virginia*.
PAYMENT DUE DATE: _____

I have received and read the rental procedures and guidelines. It is understood that I/We will comply with all operating procedures and guidelines, all state and local ordinances and laws, and state park rules and regulations. No event will continue past 10:00 pm.

Signature: _____ **Date:** _____